

Term of Reference for Consultancy Services:
Title: Developing Policy Documents

Introduction: Founded in 2016, the Center for Democratic Governance (CDG) is a pro-democracy, advocacy, research and organizational capacity development think tank institution that is legally registered with the Government of Liberia since 2015. **CDG has the following mission: to transform democratic and governance policies from a top-down approach to one that is reflective of citizens' voices, views and perspectives.**

Scope of work:

The consultant is expected to work closely with the management team of CDG in developing its institutional policies listed below. The consultant is expected to share all draft documents with the management team of CDG for its input and review. All final products should reflect the feedback and comments from the management team.

The consultant is expected to deliver the following key outputs:

- Produce human resource policy
- Produce communication strategy
- Produce monitoring and evaluation plan
- Produce gender policy
- Produce procurement policy

Key competencies:

These are the key competencies that have been identified as very important for the position holder to perform the required tasks:

- We seek an applicant with previous experience in institutional capacity development;
- A collaborative and proactive communicator and team player;
- Understanding and familiarity with Liberia's civil society context and landscape;
- Ability to anticipate problems before they arise, and adapting to context and issues as they unfold;
- Excellent understanding of how policies are developed and operationalized;
- Excellent oral and written communication and report writing skills.

Required education and Experience:

- The position holder must have a Bachelor's degree in the Social Sciences, Management, International Development, or any other relevant sectors from a reputable university.
- 5-10 years' experience providing strategic leadership and guidance on governance issues
- At least 5 years of working with or providing institutional capacity development for civil society organizations

Start date: January 16, 2023

To Apply: Send your letter of application to varpubloh@gmail.com with the subject **"Consultancy to develop policies"**. The deadline is 15th January, 2023.